



Tony Evers, Governor
Dawn Crim, Secretary

February 15, 2021

VIA EMAIL

Lisa Kien, Clerk
Town of Grafton, Ozaukee County
1102 Bridge Street
Grafton, WI 53024
lkien@townofgrafton.org

Re: Town of Grafton, Ozaukee County Jurisdiction Request for Commercial Building, Fire Suppression, and Fire Alarm Inspections

Dear Lisa Kien,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3)(g), I delegate your municipality the primary responsibility to do inspections of all size buildings in lieu of the Department. This delegation includes fire sprinkler and fire alarm inspections.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality, Rick Fellenz, has the proper certification to do so. I also understand that Assistant Chief Matthew Karpinski has the proper certification to perform fire suppression and fire alarm inspection services.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role. <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2020.pdf>

Our commercial building inspector for your area, John Gibbs, at (414) 852-3694, will be contacting your primary code official in the near future to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Justin Gavin'.

Justin Gavin
Section Chief, Commercial Buildings

A handwritten signature in blue ink, appearing to read 'Michael D. McNally Jr.'.

Michael D. McNally Jr.
Section Chief, Fire Suppression and Fire Alarm

cc: Garry Krause, Bureau Director, Technical Services Bureau
John Gibbs, Commercial Building Inspector, Field Services Bureau